

Employee Expenses Dashboard Overview

The data in the Employee Expenses dashboard is from the Cardinal Financials Employee Expenses module. The data represents state employee expenses including expenses related to travel (e.g., lodging, meals, airfare), conferences, education reimbursement, and registration fees, that have been approved and paid. This dashboard also shows the status of employee expenses whether the expense has been submitted or approved.

Agencies that interface expense transactions into Cardinal Financials will see expenses recorded and displayed as expense type **Miscellaneous**.

The Employee Expenses dashboard contains four dashboard pages and ten reports.

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Expense Analysis (dashboard page)

Cardinal Business Intelligence
Sign Out

Employee Expenses
Expense Analysis
Expenses by Employee
Expenses Trend
Employee Reimbursement Status

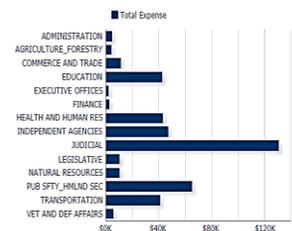
Secretariat Level Name:
 Expense Group:
 Actual Expense Date:

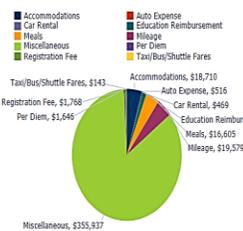
Agency Description:
 Expense Type:

Select by Agency Code

NOTE:
In order to run this report, Actual Expense Date is required. The other prompts are optional.

Expense Analysis
ETL Run Date: 24-SEP-2020





Click on to see additional detail on expense type.

| Secretariat Level Name | Total Expense | | | | | | | | | | Total Expense | | | | | | | | | | |
|------------------------|-----------------|--------------|--------------|-------------------------|----------------|-----------------|-----------------|------------------|------------------|------------------------|---------------|--------------|--|--|--|--|--|--|--|-------|------------------|
| | Accommodations | Auto Expense | Car Rental | Education Reimbursement | Meals | Mileage | Miscellaneous | Per Diem | Registration Fee | Taxi/Bus/Shuttle Fares | | | | | | | | | | | |
| ADMINISTRATION | \$221 | | | \$4,203 | \$125 | \$67 | \$25 | \$13 | | | | | | | | | | | | | \$4,653 |
| AGRICULTURE_FORESTRY | \$75 | | | | | \$444 | \$11 | \$3,342 | \$46 | | | | | | | | | | | | \$3,918 |
| COMMERCE AND TRADE | | | | | | \$218 | | \$11,015 | | | | | | | | | | | | \$143 | \$11,376 |
| EDUCATION | \$647 | \$27 | | \$900 | \$403 | \$53 | \$40,383 | \$43 | | | | | | | | | | | | | \$42,465 |
| EXECUTIVE OFFICES | \$332 | \$239 | | | \$209 | \$978 | \$142 | \$23 | \$325 | | | | | | | | | | | | \$2,247 |
| FINANCE | | | | | | \$45 | \$2,513 | | | | | | | | | | | | | | \$2,559 |
| HEALTH AND HUMAN RES | | | | | \$561 | \$1,314 | \$41,174 | \$51 | | | | | | | | | | | | | \$43,101 |
| INDEPENDENT AGENCIES | | | | | | \$895 | \$46,438 | | | | | | | | | | | | | | \$47,333 |
| JUDICIAL | | | | | | \$7,124 | \$123,649 | | | | | | | | | | | | | | \$130,773 |
| LEGISLATIVE | | | | | | \$230 | \$10,131 | | | | | | | | | | | | | | \$10,361 |
| NATURAL RESOURCES | \$585 | \$15 | | | \$1,241 | \$65 | \$8,080 | \$118 | | | | | | | | | | | | | \$10,104 |
| PUB SFTY_HRLND SEC | \$13,619 | \$235 | \$469 | | \$10,935 | \$5,290 | \$32,585 | \$1,098 | \$795 | | | | | | | | | | | | \$65,025 |
| TRANSPORTATION | \$1,831 | | | | \$30 | \$1,118 | \$1,725 | \$35,742 | \$105 | \$449 | | | | | | | | | | | \$41,000 |
| VET AND DEF AFFAIRS | \$1,400 | | | | \$1,571 | \$1,563 | \$708 | \$151 | \$199 | | | | | | | | | | | | \$5,592 |
| Grand Total | \$18,710 | \$516 | \$469 | | \$5,133 | \$16,605 | \$19,579 | \$355,937 | \$1,646 | \$1,768 | | \$143 | | | | | | | | | \$420,506 |

Expense Status Code is equal to APPROVED, PAID and Date is between 08/25/2020 and 09/24/2020

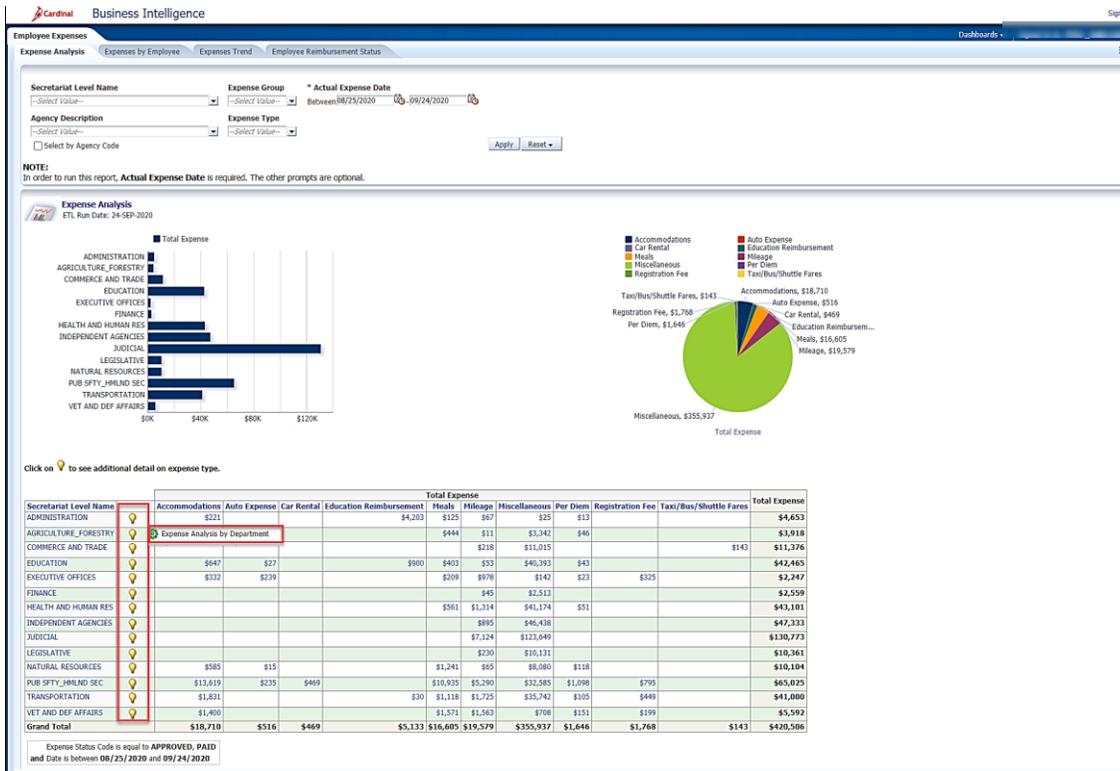
Overview of the Expense Type Analysis (report)

This overview provides the steps used to navigate and view information at the **Expense Analysis** level.

1. Navigate to the **Agency Deposit Overview** page using the following path:

Dashboard > Expense Analysis

When this tab displays, the information is displayed at the **Expense Analysis** page.

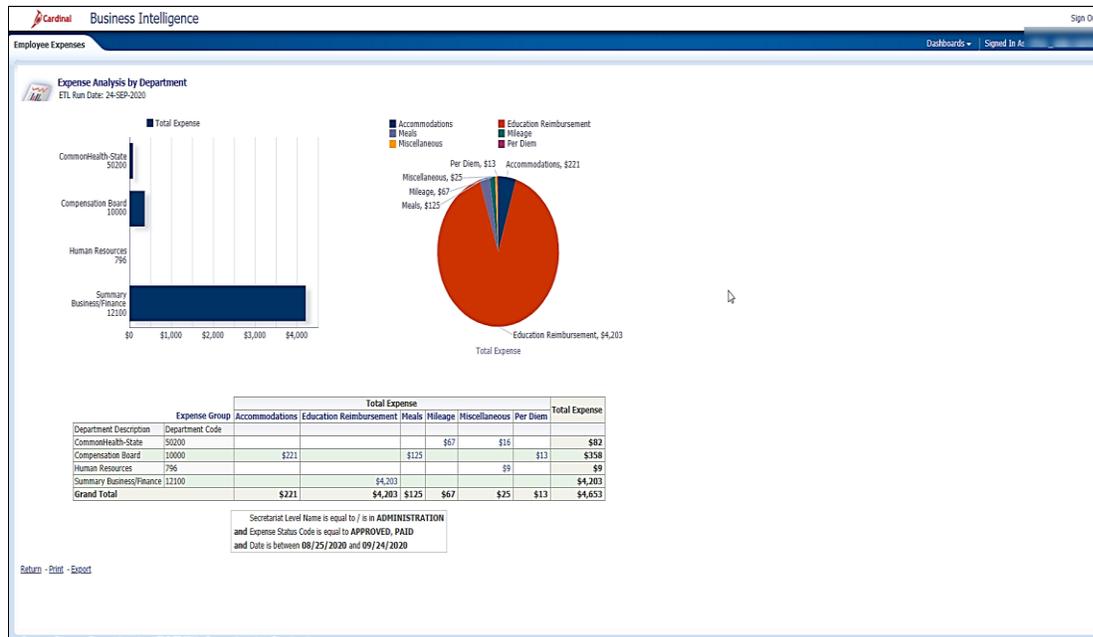


2. Review this information as needed.

Note: The **Expense Analysis** report displays a bar chart showing secretariat and employee expense amount, a pie chart showing employee expense for each expense group, and a table with secretariat as rows, and expense group as columns, summed to total employee expense amount. By applying additional prompts, users can get a single secretariat level and, by using the light bulb, get detail information by department and expense groups.

3. Click the corresponding light bulb
4. Select the **Expense Analysis by Department** Item

The page refreshes and the information now displays at the **Expense by Department** level.



5. Review this information as needed.

Note: This report also allows user to drill down to get more detail within the same report. By clicking/drilling on expense type column header, the same report will be displayed with more detail such as drill on Expense Group **Meals** and the data will be displayed for the different type of **Meals**, such as **Breakfast – NonTravel Day**, and **Breakfast – Travel Day**.

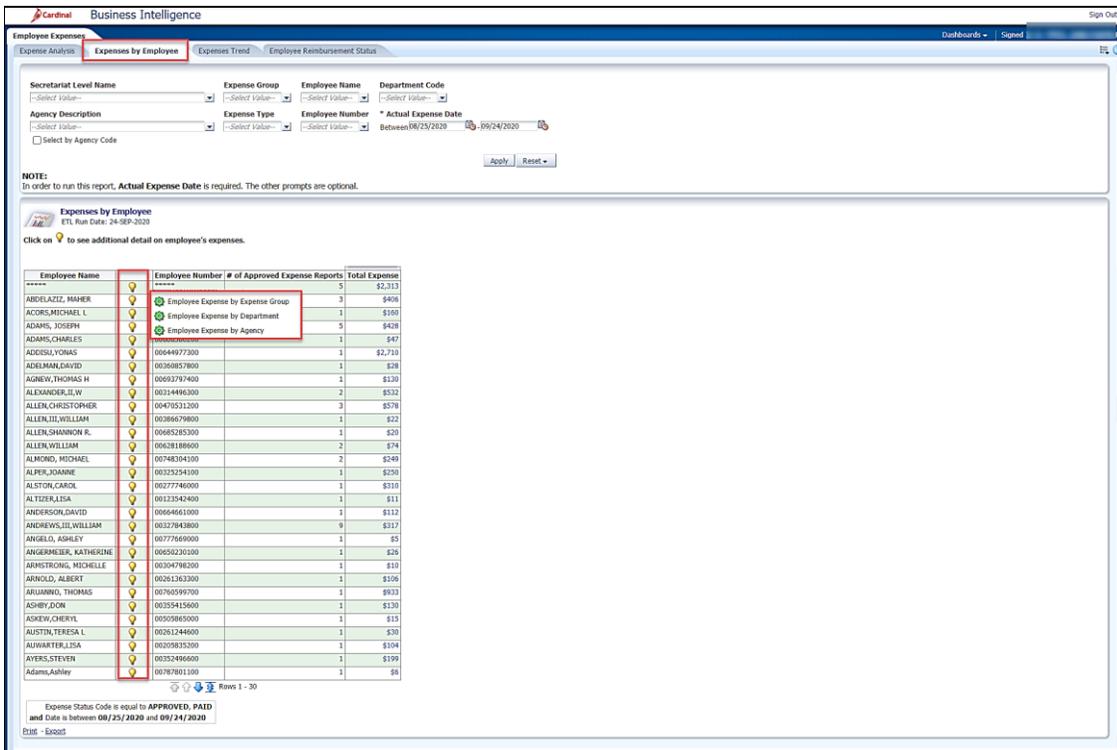
Overview of the Expenses By Employee (dashboard page)

This overview provides the steps used to navigate and view information at the **Expenses by Employee** level.

- Navigate to the **Expenses by Employee** page using the following path:

Dashboard > Expenses by Employee

When this tab displays, the information is displays at the **Expenses by Employee** page.



Expenses by Employee
(\$1,846 Total - 24,920 Rows)

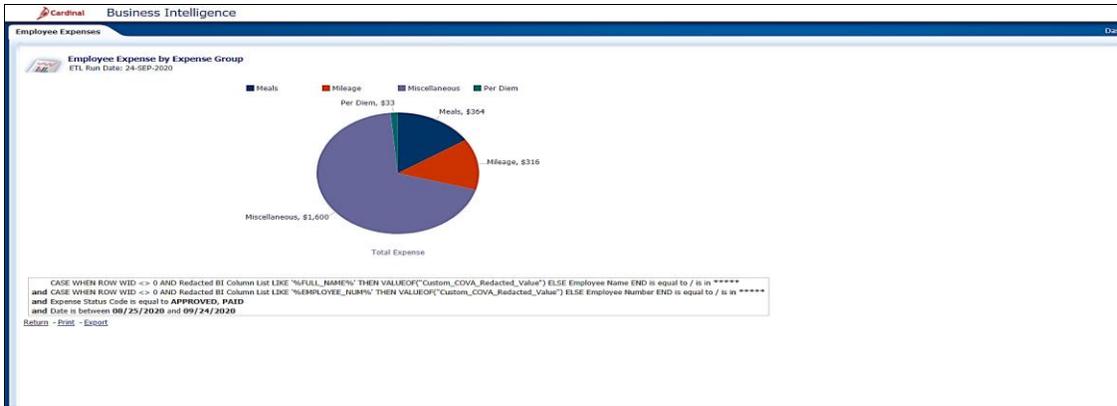
Click on  to see additional detail on employee's expenses.

| Employee Name | Employee Number | # of Approved Expense Reports | Total Expense |
|-----------------------|-----------------|-------------------------------|---------------|
| ARDELAZIZ, MAHER | | 3 | \$406 |
| ACORS, MICHAEL L. | | 1 | \$160 |
| ADAMS, JOSEPH | | 5 | \$428 |
| ADAMS, CHARLES | | 1 | \$47 |
| ADISSA, YONAS | 0064497280 | 1 | \$2,710 |
| ADELMAN, DAVID | 00360857600 | 1 | \$28 |
| AGNEW, THOMAS H | 00697797400 | 1 | \$130 |
| ALEXANDER, ILW | 00314496300 | 2 | \$532 |
| ALLEN, CHRISTOPHER | 00470531200 | 3 | \$578 |
| ALLEN, III, WILLIAM | 00386679800 | 1 | \$22 |
| ALLEN, SHANNON R. | 00685283300 | 1 | \$20 |
| ALLEN, WILLIAM | 00632188600 | 2 | \$74 |
| ALMOND, MICHAEL | 00748304100 | 2 | \$249 |
| ALPER, JOANNE | 0032524100 | 1 | \$250 |
| ALSTON, CAROL | 00277746000 | 1 | \$310 |
| ALTIERI, LISA | 00123542400 | 1 | \$11 |
| ANDERSON, DAVID | 0064661000 | 1 | \$122 |
| ANDREWS, LIL, WILLIAM | 00327843800 | 9 | \$317 |
| ANGELI, ASHLEY | 00777669000 | 1 | \$5 |
| ANGERMUEER, KATHERINE | 00650230100 | 1 | \$26 |
| ARMSTRONG, MICHELLE | 00304798200 | 1 | \$10 |
| ARNOLD, ALBERT | 00261363300 | 1 | \$109 |
| ARJUNO, THOMAS | 00765969700 | 1 | \$933 |
| ASHBY, DON | 0035415600 | 1 | \$130 |
| ASKEW, CHERYL | 00305865000 | 1 | \$15 |
| AUSTIN, TERESA L. | 00261244600 | 1 | \$30 |
| AUWARTER, LISA | 00205835200 | 1 | \$104 |
| AYERS, STEVEN | 00352496600 | 1 | \$199 |
| Adams, Ashley | 00787801300 | 1 | \$6 |

Expense Status Code is equal to **APPROVED, PAID**
and Date is between 08/25/2020 and 09/24/2020
Print - Export

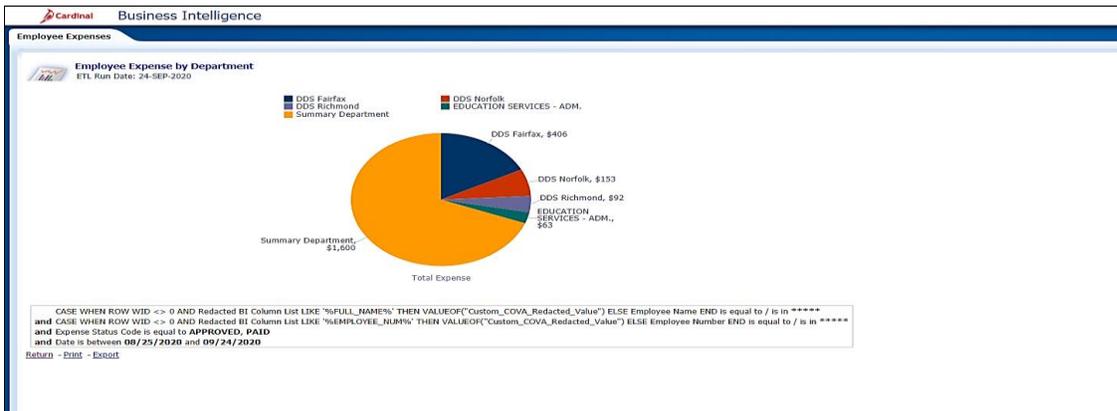
- Click on the corresponding light bulb.
- Select either the **Employee Expense by Expense Group**, **Employee Expense by Department** or **Employee Expense by Agency**

The Employee **Expense by Expense Group** page refreshes and the information now displays at the Employee Expense by Expense Group.



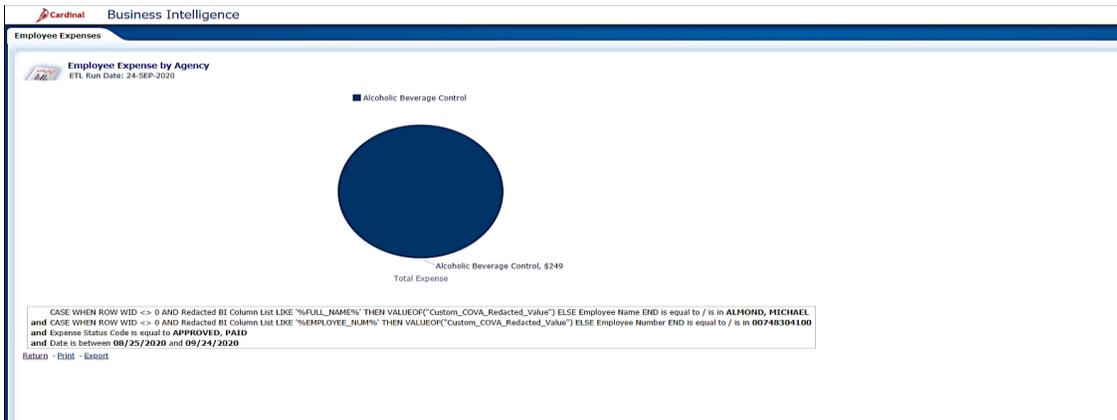
9. Review this information as needed.

The Employee **Employee Expense by Department** page refreshes and the information now displays at the **Employee Expense by Department**.



10. Review this information as needed.

The Employee **Employee Expense by Agency** page refreshes and the information now displays at the **Employee Expense by Agency**.



11. Review this information as needed.

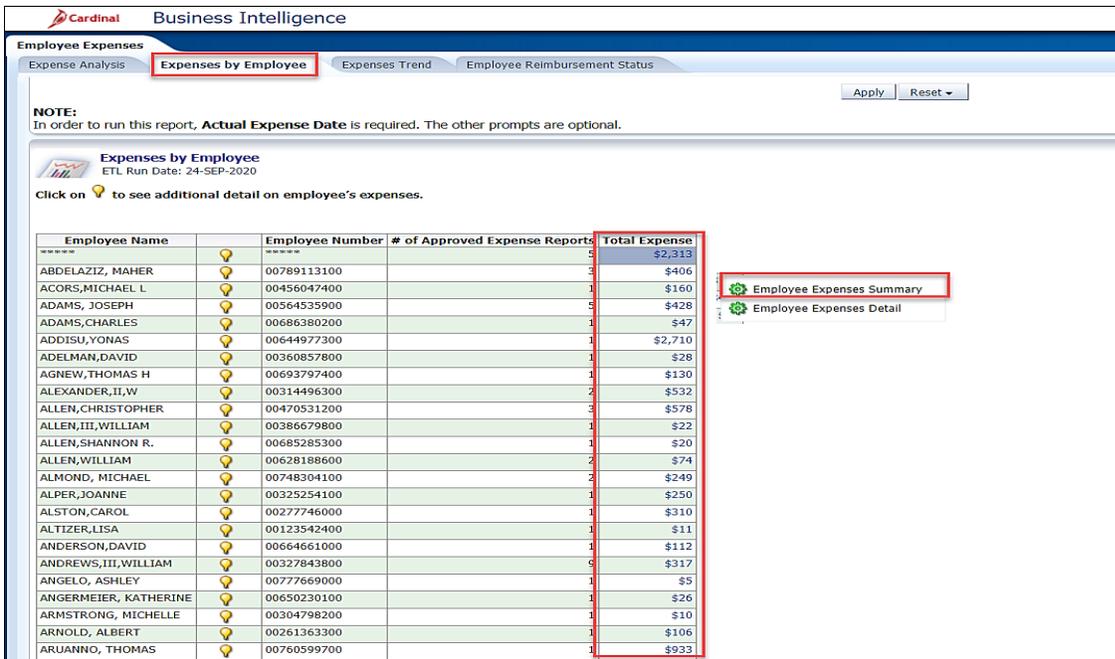
Overview of the Employee Expenses Summary (report)

This overview provides the steps used to navigate and view information at the **Employee Expenses Summary** level.

12. Navigate to the **Employee Expenses Summary** page using the following path:

Dashboard > Expenses by Employee > Total Expense > Employee Expenses Summary

When this tab displays, the information is displays at the **Expenses by Employee** page.



NOTE:
In order to run this report, **Actual Expense Date** is required. The other prompts are optional.

Expenses by Employee
ETL Run Date: 24-SEP-2020

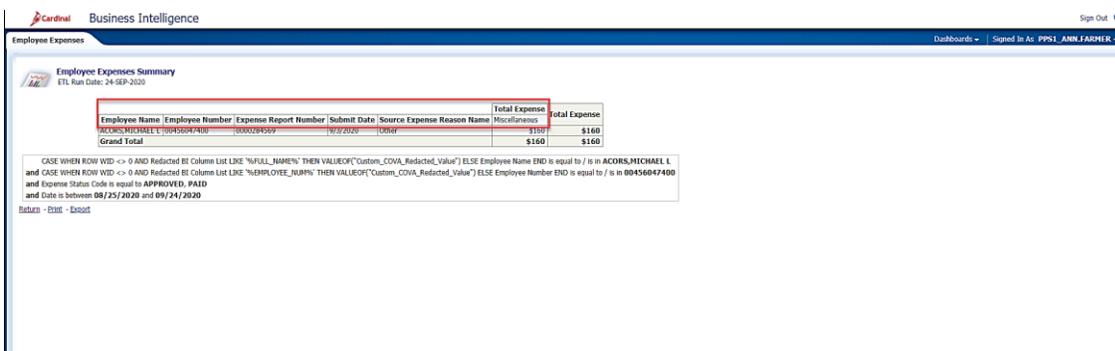
Click on  to see additional detail on employee's expenses.

| Employee Name | Employee Number | # of Approved Expense Reports | Total Expense |
|-----------------------|-----------------|-------------------------------|---------------|
| ***** | ***** | 5 | \$2,313 |
| ABDELAZIZ, MAHER | 00789113100 | 3 | \$406 |
| ACORS, MICHAEL L | 00456047400 | 1 | \$160 |
| ADAMS, JOSEPH | 00564535900 | 5 | \$428 |
| ADAMS, CHARLES | 00686380200 | 1 | \$47 |
| ADDISU, YONAS | 00644977300 | 1 | \$2,710 |
| ADELMAN, DAVID | 00360857800 | 1 | \$28 |
| AGNEW, THOMAS H | 00693797400 | 1 | \$130 |
| ALEXANDER, II, W | 00314496300 | 2 | \$532 |
| ALLEN, CHRISTOPHER | 00470531200 | 3 | \$578 |
| ALLEN, III, WILLIAM | 00386679800 | 1 | \$22 |
| ALLEN, SHANNON R. | 00685285300 | 1 | \$20 |
| ALLEN, WILLIAM | 00628188600 | 2 | \$74 |
| ALMOND, MICHAEL | 00748304100 | 2 | \$249 |
| ALPER, JOANNE | 00325254100 | 1 | \$250 |
| ALSTON, CAROL | 00277746000 | 1 | \$310 |
| ALTIZER, LISA | 00123542400 | 1 | \$11 |
| ANDERSON, DAVID | 00664661000 | 1 | \$112 |
| ANDREWS, III, WILLIAM | 00327843800 | 9 | \$317 |
| ANGELO, ASHLEY | 00777669000 | 1 | \$5 |
| ANGERMEIER, KATHERINE | 00650230100 | 1 | \$26 |
| ARMSTRONG, MICHELLE | 00304798200 | 1 | \$10 |
| ARNOLD, ALBERT | 00261363300 | 1 | \$106 |
| ARUANNO, THOMAS | 00760599700 | 1 | \$933 |

13. Click the corresponding link in the **Total Expense** column.

14. Select the **Employee Expenses Summary** link.

The page refreshes and the information now displays at the **Employee Name, Employee Number, Expense Report Number, Submit Date, Source Expense Reason Name and Total Expenses**.



Employee Expenses Summary
ETL Run Date: 24-SEP-2020

| Employee Name | Employee Number | Expense Report Number | Submit Date | Source Expense Reason Name | Total Expense |
|------------------|-----------------|-----------------------|-------------|----------------------------|---------------|
| ACORS, MICHAEL L | 00456047400 | 0000284550 | 10/27/2020 | Other | \$160 |
| Grand Total | | | | | \$160 |

CASE WHEN ROW WID <=> 0 AND Redacted EI Column List LIKE '%FULL_NAME%' THEN VALUEOF('Custom_COVA_Redacted_Value') ELSE Employee Name END is equal to /s in ACORS, MICHAEL L
and CASE WHEN ROW WID <=> 0 AND Redacted EI Column List LIKE '%EMPLOYEE_NUM%' THEN VALUEOF('Custom_COVA_Redacted_Value') ELSE Employee Number END is equal to /s in 00456047400
and Expense Status Code is equal to APPROVED_PAID
and Date is between 08/25/2020 and 09/24/2020
Return - Print - Export

15. Review this information as needed.

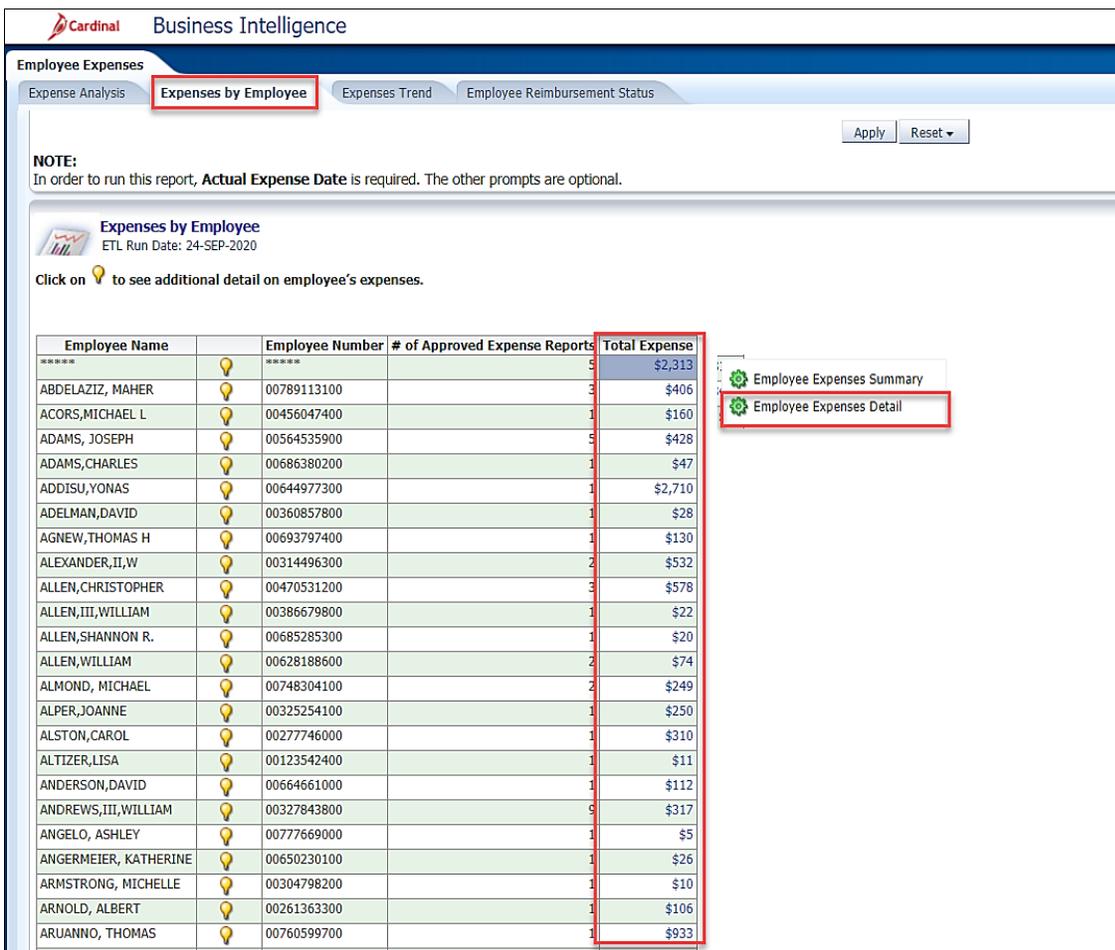
Overview of the Employee Expenses Detail (report)

This overview provides the steps used to navigate and view information at the **Employee Expenses Detail** level.

16. Navigate to the **Employee Expenses Detail** page using the following path:

Dashboard > Expenses by Employee > Total Expense > Employee Expenses Detail

When this tab displays, the information is displays at the **Expenses by Employee** page.



The screenshot shows the 'Employee Expenses' dashboard with the 'Expenses by Employee' tab selected. A table lists employees with columns for Employee Name, Employee Number, # of Approved Expense Reports, and Total Expense. The 'Total Expense' column is highlighted in blue. A tooltip menu is visible over the table, with 'Employee Expenses Detail' selected and highlighted in red.

| Employee Name | Employee Number | # of Approved Expense Reports | Total Expense |
|-----------------------|-----------------|-------------------------------|---------------|
| ***** | ***** | 5 | \$2,313 |
| ABDELAZIZ, MAHER | 00789113100 | 3 | \$406 |
| ACORS, MICHAEL L | 00456047400 | 1 | \$160 |
| ADAMS, JOSEPH | 00564535900 | 5 | \$428 |
| ADAMS, CHARLES | 00686380200 | 1 | \$47 |
| ADDISU, YONAS | 00644977300 | 1 | \$2,710 |
| ADELMAN, DAVID | 00360857800 | 1 | \$28 |
| AGNEW, THOMAS H | 00693797400 | 1 | \$130 |
| ALEXANDER, II, W | 00314496300 | 2 | \$532 |
| ALLEN, CHRISTOPHER | 00470531200 | 3 | \$578 |
| ALLEN, III, WILLIAM | 00386679800 | 1 | \$22 |
| ALLEN, SHANNON R. | 00685285300 | 1 | \$20 |
| ALLEN, WILLIAM | 00628188600 | 2 | \$74 |
| ALMOND, MICHAEL | 00748304100 | 2 | \$249 |
| ALPER, JOANNE | 00325254100 | 1 | \$250 |
| ALSTON, CAROL | 00277746000 | 1 | \$310 |
| ALTIZER, LISA | 00123542400 | 1 | \$11 |
| ANDERSON, DAVID | 00664661000 | 1 | \$112 |
| ANDREWS, III, WILLIAM | 00327843800 | 9 | \$317 |
| ANGELO, ASHLEY | 00777669000 | 1 | \$5 |
| ANGERMEIER, KATHERINE | 00650230100 | 1 | \$26 |
| ARMSTRONG, MICHELLE | 00304798200 | 1 | \$10 |
| ARNOLD, ALBERT | 00261363300 | 1 | \$106 |
| ARUANNO, THOMAS | 00760599700 | 1 | \$933 |

17. Click the corresponding link in the **Total Expense** column.

18. Select the **Employee Expenses Detail** link.



Business Intelligence Job Aid

SW BI101: Employee Expenses Dashboard

The page refreshes and the information now displays at the **Employee Name, Employee Number, Agency Description, Agency Code, Department Description, Department Code, Submit Date, Expense Approved Date, Expense Report Number, Expense Report Line Number, Actual Expense Date, Expense Group, Expense Type, Expense Status Description, and Total Expense Amount.**

| Employee Name | Employee Number | Agency Description | Agency Code | Department Description | Department Code | Submit Date | Expense Approval Date | Expense Report Number | Expense Report Line Number | Actual Expense Date | Expense Group | Expense Type | Expense Status Description | Total Expense |
|--------------------|-----------------|--------------------------------|-------------|--------------------------|-----------------|-------------|-----------------------|-----------------------|----------------------------|---------------------|---------------|---------------------------------|----------------------------|---------------|
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Fairfax | 90904 | 9/14/2020 | 9/15/2020 | 0000285057 | 1 | 9/3/2020 | Meals | All Meals - NonTravel Day | Paid | \$56 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Fairfax | 90904 | 9/14/2020 | 9/15/2020 | 0000285057 | 2 | 9/2/2020 | Meals | All Meals - Travel Day | Paid | \$42 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Fairfax | 90904 | 9/14/2020 | 9/15/2020 | 0000285057 | 3 | 9/3/2020 | Per Diem | Per Diem Incident-NonTravel Day | Paid | \$5 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Fairfax | 90904 | 9/14/2020 | 9/15/2020 | 0000285057 | 4 | 9/2/2020 | Per Diem | Per Diem Incident-Travel Day | Paid | \$4 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Fairfax | 90904 | 9/14/2020 | 9/15/2020 | 0000285057 | 5 | 9/4/2020 | Meals | All Meals - Travel Day | Paid | \$42 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Fairfax | 90904 | 9/14/2020 | 9/15/2020 | 0000285057 | 6 | 9/4/2020 | Per Diem | Per Diem Incident-Travel Day | Paid | \$4 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Fairfax | 90904 | 9/14/2020 | 9/15/2020 | 0000285057 | 7 | 9/2/2020 | Mileage | Person Mileage Cost Justified | Paid | \$127 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Fairfax | 90904 | 9/14/2020 | 9/15/2020 | 0000285057 | 8 | 9/4/2020 | Mileage | Person Mileage Cost Justified | Paid | \$127 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Norfolk | 90903 | 9/14/2020 | 9/15/2020 | 0000285047 | 1 | 9/2/2020 | Meals | All Meals - Travel Day | Paid | \$42 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Norfolk | 90903 | 9/14/2020 | 9/15/2020 | 0000285047 | 2 | 9/2/2020 | Per Diem | Per Diem Incident-Travel Day | Paid | \$4 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Norfolk | 90903 | 9/14/2020 | 9/15/2020 | 0000285047 | 3 | 9/3/2020 | Meals | All Meals - NonTravel Day | Paid | \$56 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Norfolk | 90903 | 9/14/2020 | 9/15/2020 | 0000285047 | 4 | 9/4/2020 | Meals | All Meals - Travel Day | Paid | \$42 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Norfolk | 90903 | 9/14/2020 | 9/15/2020 | 0000285047 | 5 | 9/3/2020 | Per Diem | Per Diem Incident-NonTravel Day | Paid | \$5 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Norfolk | 90903 | 9/14/2020 | 9/15/2020 | 0000285047 | 6 | 9/4/2020 | Per Diem | Per Diem Incident-Travel Day | Paid | \$4 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Richmond | 90902 | 9/14/2020 | 9/15/2020 | 0000285058 | 1 | 9/2/2020 | Meals | All Meals - Travel Day | Paid | \$42 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Richmond | 90902 | 9/14/2020 | 9/15/2020 | 0000285058 | 2 | 9/2/2020 | Per Diem | Per Diem Incident-Travel Day | Paid | \$4 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Richmond | 90902 | 9/14/2020 | 9/15/2020 | 0000285058 | 3 | 9/3/2020 | Meals | All Meals - Travel Day | Paid | \$42 |
| ***** | ***** | Dept for Aging & Rehab Svcs | 26200 | DDS Richmond | 90902 | 9/14/2020 | 9/15/2020 | 0000285058 | 4 | 9/3/2020 | Per Diem | Per Diem Incident-Travel Day | Paid | \$4 |
| ***** | ***** | Dept for Blind/Vision Impaired | 70200 | EDUCATION SERVICES - AGM | 30303 | 9/23/2020 | 9/23/2020 | 0000285499 | 1 | 8/28/2020 | Mileage | Person Mileage Cost Justified | Paid | \$63 |
| ***** | ***** | Thomas Nelson Community Coll | 29300 | Summary Department | 293999 | 9/8/2020 | 9/8/2020 | TNCLD2196 | 1 | 9/3/2020 | Miscellaneous | Interfaced | Paid | \$1,600 |
| Grand Total | | | | | | | | | | | | | | 43,111 |

19. Review this information as needed.

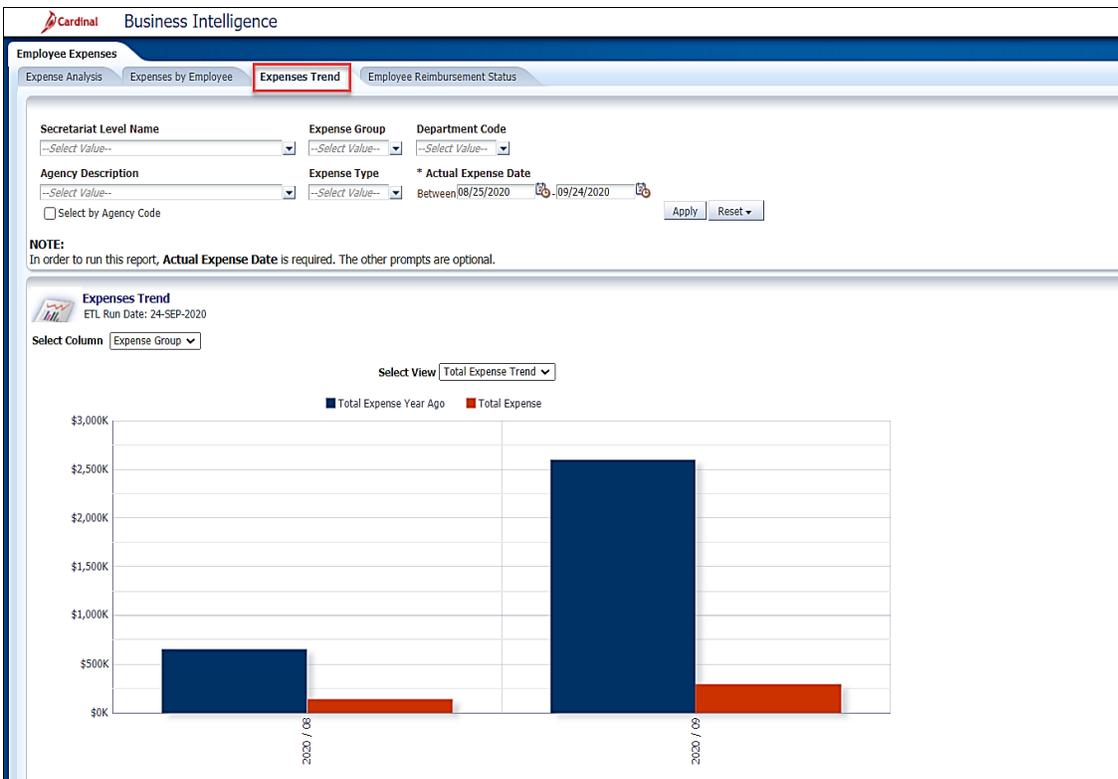
Overview of the Expenses Trend (report)

This overview provides the steps used to navigate and view information at the **Expenses Trend** level.

20. Navigate to the **Expenses Trend** page using the following path:

Dashboard > Employee Expenses > Expenses Trend

When this tab displays, the information is displays at the Expenses Trend page.



21. Review this information as needed.

Note: The **Expenses Trend** report displays multiple views to analyze and compare employee expenses. For example, based on the actual expense date entered, the graph will compare the data to the same time frame in the prior year.

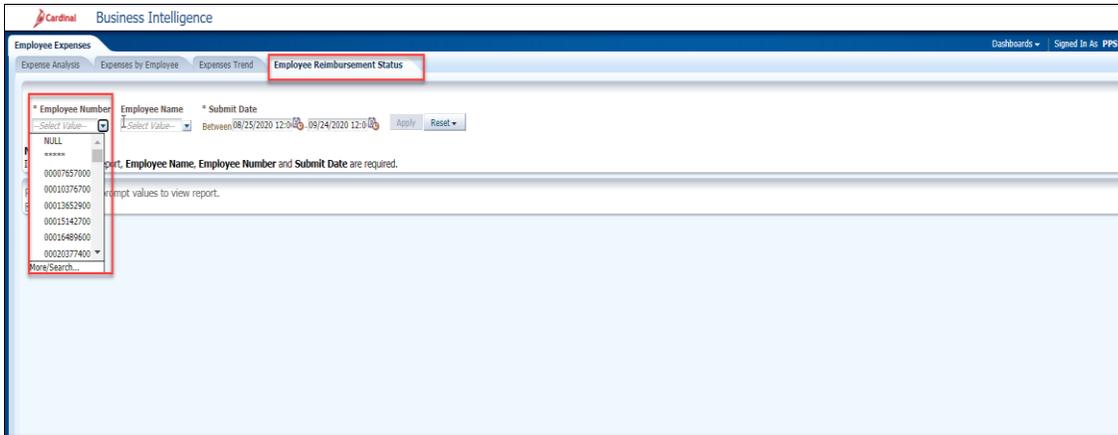
Overview of the Employee Reimbursement Status (dashboard page)

This overview provides the steps used to navigate and view information at the **Employee Reimbursement Status** level.

22. Navigate to the **Employee Reimbursement Status** page using the following path:

Dashboard > Employee Expenses > Employee Reimbursement Status

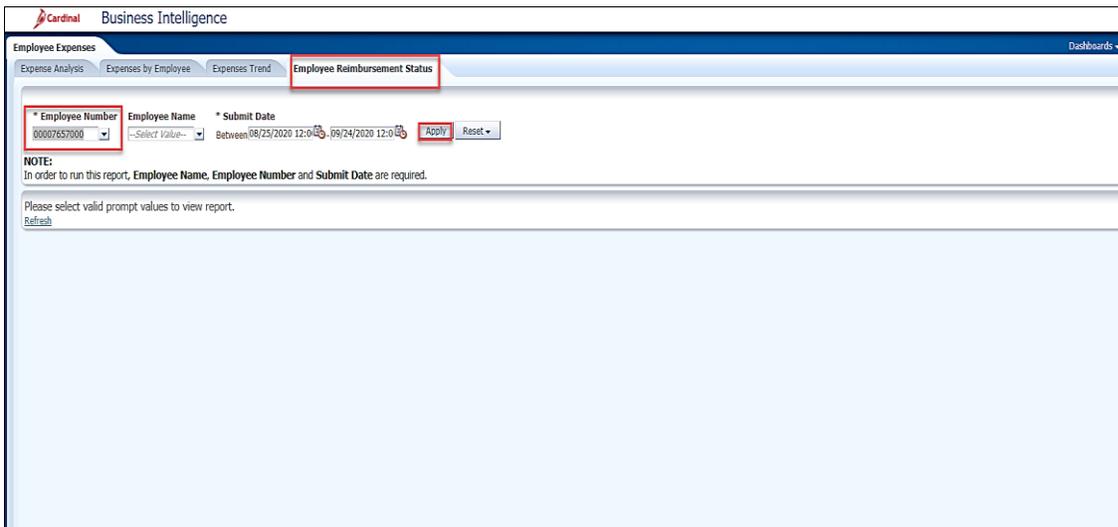
When this tab displays, the information is displays at the **Employee Reimbursement Status** page.



23. Click the dropdown box for **Employee Number**.

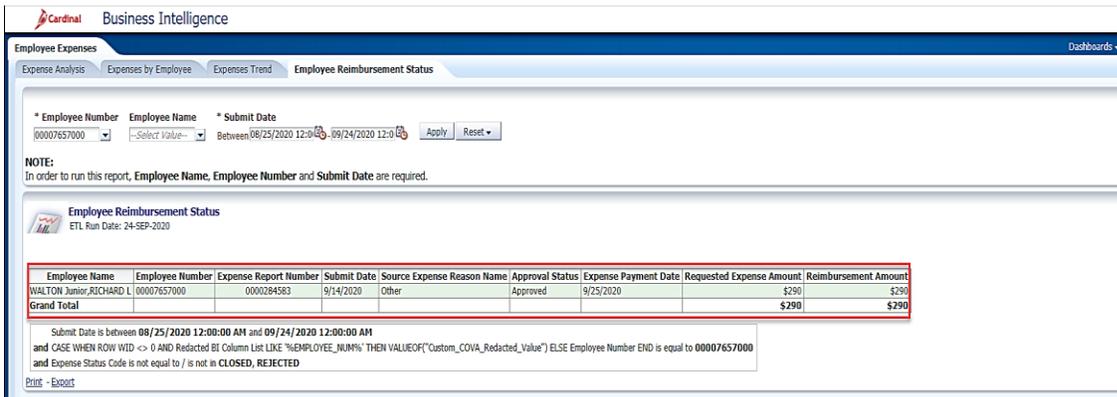
24. Select the appropriate **Employee Number**.

The page refreshes and the information now displays at the **Employee Number**



25. Click the Apply button.

The pages refreshes and the information now displays at the **Employee Name, Employee Number, Expense Report Number, Submit Date, Source Expense Reason Name, Approval Status, Expense Payment Date, Requested Expense Amount, and Reimbursement Amount.**



The screenshot shows the 'Employee Reimbursement Status' report interface. At the top, there are navigation tabs: 'Expense Analysis', 'Expenses by Employee', 'Expenses Trend', and 'Employee Reimbursement Status'. Below the tabs, there are input fields for 'Employee Number' (00007657000), 'Employee Name' (a dropdown menu), and 'Submit Date' (Between 08/25/2020 12:00:00 and 09/24/2020 12:00:00). There are 'Apply' and 'Reset' buttons. A 'NOTE' section states: 'In order to run this report, Employee Name, Employee Number and Submit Date are required.' Below the note, the report title 'Employee Reimbursement Status' and 'ETL Run Date: 24-SEP-2020' are displayed. The main data is presented in a table with the following columns: Employee Name, Employee Number, Expense Report Number, Submit Date, Source Expense Reason Name, Approval Status, Expense Payment Date, Requested Expense Amount, and Reimbursement Amount. The table contains one data row for 'WALTON Junior, RICHARD L.' and a 'Grand Total' row. Below the table, there is a SQL query snippet and 'Print' and 'Export' buttons.

| Employee Name | Employee Number | Expense Report Number | Submit Date | Source Expense Reason Name | Approval Status | Expense Payment Date | Requested Expense Amount | Reimbursement Amount |
|---------------------------|-----------------|-----------------------|-------------|----------------------------|-----------------|----------------------|--------------------------|----------------------|
| WALTON Junior, RICHARD L. | 00007657000 | 0000284583 | 9/14/2020 | Other | Approved | 9/25/2020 | \$290 | \$290 |
| Grand Total | | | | | | | \$290 | \$290 |

26. Review this information as needed.

Note: The **Employee Reimbursement Status** report displays employee information related to **Expense Report Numbers, Submitted Dates, Approval Status, Payment Dates, and Amounts.**